

16 May 2001

APPENDIX E
FUNCTIONAL AREA TEAM CHARTERS

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16 May 2001

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NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
INTEGRATION MANAGEMENT TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the "Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities" in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). An Integration Management Team will be established, see enclosure (1), to provide leadership and coordination of the decisions and actions required to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

- a. The Integration Management Team (IMT) will consist of one experienced manager each representing CINCPACFLT, NAVIMFAC PNW, and PSNS. These representatives may be civilian or military.
- b. The representatives will establish close working relationships and frequent communication links such that the integration project is planned and managed as a team.
- c. Common project management tools and methods will be used to the extent necessary for effective planning and management of the project.
- d. The IMT will ensure coordination between the Functional Area Team activities, will approve key decisions by Functional Area Teams and will advise or obtain approval of higher authority for decisions lacking clear guidance.
- e. Project progress will be reported via the Commanding Officers of PSNS and NAVIMFAC PNW to the Maintenance Integration Oversight Team.
- f. Specific deliverables include but are not limited to:
 - 1) Consolidated mission and vision statements
 - 2) Concept of Operations for the consolidated commands
 - 3) Draft Memorandum of Agreement for NAVSEA and CINCPAC
 - 4) Organizational structure for the consolidated commands
 - 5) POA&Ms for Merge of Command and the transition period, which is expected to include the major organizational realignments, achievement of the goals articulated by higher commands, and implementation of a single financial system
 - 6) Local communication of plans and actions integrated with notifications and public information released by higher commands

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3. TIES TO OTHER TEAMS:

a. The IMT will provide project management coordinating the efforts of all the Teams.

4. MEMBERSHIP:

a. Co-Chairs:

- 1) Mr. Clyde Wood (PSNS)
- 2) Cdr. Ed Ingles (IMF)

b. IMT Support:

- 1) Cdr. Steve Hyman (NWRMC)

5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
ENGINEERING, PLANNING & QA TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). An Engineering, Planning and Quality Assurance Team will be established, see enclosure (1), to achieve the goals of the CONOPS and subsequent guidance pertaining to common processes and best practices.

2. **ACTION:**

- a. Identify differences between the Intermediate and Depot technical requirements (e.g. Joint Fleet Maintenance Manual, General Specifications for Overhaul) and related processes.
- b. Develop common strategies to standardize, where practicable, technical processes and products and to maximize reuse.
- c. Develop procedures for implementation of the Technical Authority given to PSNS in NAVSEAINST 5400.95A.
- d. Develop plans for improved accessibility and efficient storage of technical knowledge.
- e. Develop common processes and cross training to facilitate Engineering, Planning and Quality Assurance workload and human resource sharing.
- f. Define and preserve requisite interoperability with TRF Kings Bay and with other NAVSEA corporate maintenance activities.

3. **TIES TO OTHER TEAMS:**

- a. AIS Team for development of knowledge sharing and product reuse.
- b. Metrics Team in the development of meaningful metrics.

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4. MEMBERSHIP:

- a. Co-Chairs:
 - 1) Mr. Jim Van Antwerp (PSNS)
 - 2) Cdr. Ed Ingles (IMF)
- b. IMT Support:
 - 1) Mr. Bill Dearey (NWRMC)
- c. Other primary members:
 - 1) Mr. Larry Downey (PSNS)
 - 2) Lt. Peter Fleck (IMF)
 - 3) CWO3 Peterson (IMF)
 - 4) Mr. Rick Baker (IMF)
 - 5) Mr. Paul Grandall (IMF)
 - 6) Mr. Ron Daum (SOS)
 - 7) Mr. Bill Westby (IFPTE)
 - 8) Mr. Thomas Armstrong (SEA 05)
- d. Ad hoc members:
 - 1) Mr. David Stokes (FISC)

Others from IMF and PSNS as required.

5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
TRAINING TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed The “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PACNORWEST). An Training Team will be established to achieve the goals of the CONOPS and following guidance provided by higher authority.

2. **ACTION:**

a. Identify and minimize training required for cross utilization of workers from one activity to another (e.g., equivalent qualifications, safety, QA, skills).

b. Combine computerized and manual tracking systems used by PSNS and NAVIMFAC PNW to track qualifications, skills and medical certifications.

c. Investigate expanding the scope of multi-skilled workers, especially in shops/Regional Repair Centers where such training would cover less frequently used assist trade work.

d. Establish an aggressive, comprehensive program for Sailors to earn the Job Qualification Requirements (JQR) that support specific Battle Force Intermediate Maintenance Activity (BFIMA) needs, including satisfying all CINCPACFLT reporting requirements.

e. Establish a comprehensive training program for Sailors that covers mandatory General Military Training topics, Navy Rights and Responsibilities topics, In Rate advancement topics, Nuclear Proficiency topics (where applicable), and Leadership/Professional Development topics.

f. Establish a program for Sailors to attend external schools that are integral to their rates and professional development.

g. Establish a program to control and administer advancement examinations.

h. Provide ongoing familiarization training for the civilian and military work forces to facilitate the integration of military personnel in a predominantly civilian work environment.

i. Propose a process and Automated Information System (AIS) for tracking worker training and qualifications, for civilians and military personnel in the integrated organization.

j. Develop metrics for the processes within this functional area.

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3. TIES TO OTHER TEAMS:

- a. Resources Team in providing training to integrate military and civilian personnel within various work centers.
- b. Resources Team in minimizing inter-shop transfers of military personnel that are disruptive to the JQR program.
- c. Military Integration Team in determining the optimum method for training Sailors while maintaining strong military chain of command to ensure their continued Professional Development.
- d. AIS Team in the development of a tracking system for the civilian and military worker's training and qualifications.
- e. Metrics Team in the development of meaningful metrics.

4. MEMBERSHIP:

- a. Co-Chairs:
 - 1) Mr. Mike Janzing (PSNS)
 - 2) Ms. Susan Bence (IMF)
- b. IMT Support:
 - 1) Mr. Bill Petty (NWRMC)
- a. Members:
 - 1) Mr. Vern Rutter (PSNS)
 - 2) Ms. Cherron Papillion (IMF)
 - 3) Mr. Bill Buettgenbach (BMTC)
 - 4) Mr. Bob Maples (IFPTE)
 - 5) Mr. George Graves (IAM)
 - 6) Ms. Diana Rollins (BMTC)
 - 7) Mr. Bob Muhleman (Resource Team Representative)

5. TEAM ADMINISTRATION:

- a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.
- b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

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NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
RESOURCES TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Resources Team will be established, see enclosure (1) to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

- a. Determine organic resources needed to support core maintenance requirements of the region.
- b. Develop a plan for the best utilization of NAVIMFAC PNW and PSNS production personnel to meet maintenance provider and customer needs in the Northwest region.
- c. Develop procedures for mixed workforces, including the use of either civilian or military supervisors.

3. **TIES TO OTHER TEAMS:**

- a. Operations Team in the development of prioritization procedures as they relate to moving work and personnel, and in developing the plan for elimination of redundant facilities/equipment.
- b. Business/Customer Interface Team in the use of a combined Workload and Resource Report.
- c. Military Integration Team in integration of military personnel into combined work force.
- d. Personnel Transfers/Employee Relations Team in civilian personnel matters.

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4. MEMBERSHIP:

- a. Co-Chairs:
 - 1) Mr. Ted Ramirez (PSNS)
 - 2) Cdr. Craig Hanson (IMF)
- b. IMT Support:
 - 1) Mr. Ed Surette (PSNS)
- c. Other primary members:
 - 1) Mr. Bob Muhleman (PSNS)
 - 2) Mr. Dan Schremser (IMF)
 - 3) Mr. Bob Maples (IFPTE)
 - 4) Mr. Rick Williams (BMTTC)
 - 5) Mr. Jim Picinich (IAM)
- d. Ad hoc members: Representatives from other teams as required.

5. TEAM ADMINISTRATION:

- a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.
- b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
MILITARY INTEGRATION TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Military Integration Team will be established, see enclosure (1), to achieve the goals of the CONOPS and subsequent guidance pertaining to a fully integrated civilian and military work force.

2. **ACTION:**

a. Ensure the effective integration of military personnel into the consolidated maintenance activity while maintaining a strong military chain of command and viable Navy programs.

b. Drawing on methods used at IMF in management of shops with mixed civilian and military personnel, develop procedures for mixed workforces.

c. Prepare and keep current a POA&M for this team.

d. Specific deliverables include but are not limited to:

1) A method for cross-referencing military rate/rating/skill to Technical Skill Designators (TSD).

2) A method for managing and monitoring military job assignments to support challenging and career enhancing assignments including Job Qualification Requirements (JQR).

3. **TIES TO OTHER TEAMS:**

a. Training Team in the development of the JQR program in the region.

b. Resources and Training Teams in familiarization training to facilitate the integration of military and civilian workers and supervisors in various work centers.

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4. MEMBERSHIP:

- a. Co-Chairs:
 - 1) Lcdr. Chuck Robbins (PSNS)
 - 2) HMCM (SS) Gerard Coss (IMF)
- b. IMT Support:
 - 1) Lcdr. Jamie Flayharty (NWRMC)
- c. Other primary members:
 - 1) Cdr. Craig Hanson (IMF)
 - 2) ETCM(SS) George Simms (IMF)
 - 3) EMCM(SW/SS) Michael Courtright (IMF)
 - 4) Mr. Bob Muhleman (PSNS)

5. TEAM ADMINISTRATION:

- a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.
- b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

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NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
PERSONNEL TRANSFERS/EMPLOYEE RELATIONS TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Personnel Transfers/Employee Relations Team will be established, see enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Determine what needs to be done so that workers can report at either facility easily, i.e. transportation, badges, parking, etc., and that the administrative burden, i.e. paperwork, charging, annual leave, sick leave, emergency leave, etc., is minimal.

b. Specific deliverables/actions include but are not limited to:

- 1) Draft Memorandum of Agreement (MOA) for a joint travel agreement between the different work sites.
- 2) Identify processes to redefine the commuting area.
- 3) Maintain liaison with the PSNS/NSB Parking Team.
- 4) Draft MOA for a joint timekeeping agreement between PSNS and IMF.
- 5) Draft a Timekeeping & Administrative Checklist for workers and supervisors when reporting for jobs at the other activity.
- 6) Establish process for IMF employees to acquire PSNS badges.
- 7) Coordinate with unions.
- 8) Execute change in organization code actions.

3. **TIES TO OTHER TEAMS:**

a. Metrics Team in the development of meaningful metrics.

b. AIS Team to provide interoperability support.

4. **MEMBERSHIP:**

a. Co-Chairs:

- 1) Mr. Bill Ellis (PSNS)
- 2) Ms. Sue Russell (IMF)

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- b. IMT Support:
 - 1) Ms. Cindy Owens (PSNS)
- c. Other primary members:
 - 1) Mr. Frank Sharkey (NRNW)
- d. Ad hoc members:
 - 1) Mr. Pat Abbott (PSNS/MTC)
 - 2) Mr. Bob Maples (PSNS/IFPTE)
 - 3) Mr. Rich Burns (PEPS)
 - 4) Mr. Herman Munoz (IMF)
 - 5) Ms. Teri Patterson (PSNS)
 - 6) Mr. Pete Wiggins (NRNW)
 - 7) Mr. Lynnette Niem (PSNS)

5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Aug 00

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
BUSINESS/CUSTOMER INTERFACE TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the "Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities" in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). An Integration Management Team will be established, see Enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Plan and establish a consolidated Business Office providing the services required to achieve the overall objectives of I&D integration.

b. Submit a detailed proposal for implementation via the Integration Management Team (IMT) and Commanding Officers of PSNS and NAVIMFAC to the Maintenance Integration Oversight Team for approval.

c. Changes to processes, organizations, and relationships will be analyzed, planned and implemented carefully to ensure no deterioration of service during transition.

3. **TIES TO OTHER TEAMS:** The BCI Team will interface with other Teams and managers such that actions are integrated and a thorough systems approach is applied.

4. **MEMBERSHIP:**

a. Co-chairs:

1) PSNS Business Officer

2) NAVIMFAC PNW Head of Maintenance Management

5. **TEAM ADMINISTRATION:**

a. Team will be co-chaired by the members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. IMT support personnel will provide administrative support as desired by the Co-chairs.

6. **CHARTER APPROVAL:** Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
METRICS TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Metrics Team will be established, see enclosure (1) to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Define metrics required to establish present baseline maintenance provider performance standards, and also to define metrics to be used after baseline standards have been established to measure ongoing performance of maintenance providers and the effectiveness of the consolidated organization.

b. Review the Pearl Harbor Pilot Metrics for applicability to the Northwest region.

c. Solicit input from customers such as CINCPACFLT and NAVSEA, Submarine, Aircraft Carrier and Surface Ship Type Commanders, and Maintenance Activity Commanding Officers regarding what measures of effectiveness they would propose.

3. **TIES TO OTHER TEAMS:** Assist other Teams in developing metrics for their functional areas.

4. **MEMBERSHIP:**

a. Co-Chairs:

1) Mr. Jim Colebank (PSNS)

2) Mr. Norm Johnson (IMF)

b. IMT Support:

1) Mr. Frank Bankes (Contractor)

c. Ad hoc members:

1) CDR (Sel) Peter E. Schupp (SOS)

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5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

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16 May 2001

Aug 00

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
FINANCIAL/COMPTROLLER TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Financial/Comptroller Team will be established, see enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Identify those financial steps that must be taken prior to the standup of a single integrated maintenance activity.

b. Identify financial actions and rule changes required for sharing PSNS and NAVIMFAC PNW military and civilian personnel between the two activities.

c. Develop a methodology to enable the integrated activity to function for a period of time with separate NWCF and RMS funding schemes.

3. **TIES TO OTHER TEAMS:** Resources Team in determining an appropriate time keeping system.

4. **MEMBERSHIP:**

a. Co-Chairs:

- 1) Capt. Ralph Scherini (PSNS)
- 2) Mr. Mike Fujiwara (IMF)

b. IMT Support:

- 1) Mr. Ed Surette (PSNS)

c. Other primary members:

- 1) Mr. Ken Collette (PSNS)
- 2) Mr. Bob Bevis (IMF)

d. Ad hoc members:

- 1) Mr. Don Kallio (PSNS)
- 2) Mr. Howard Teruya (CPF)

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5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. **CHARTER APPROVAL:** Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

DRAFT

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
FACILITIES/EQUIPMENT TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). A Facilities/Equipment Team will be established, see enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Determine maintenance facilities and equipment that will be needed to support core mission requirements of the region.

b. Integrate regional maintenance facility and equipment utilization options with other regional facility utilization plans.

3. **TIES TO OTHER TEAMS:** Resources Team, to assist in studies for potential utilization of facilities vacated through elimination of redundant functions at multiple locations.

4. **MEMBERSHIP:**

a. Co-Chairs:

- 1) Mr. Tony Start (PSNS)
- 2) Mr. Dan Schremser (IMF)

b. IMT Support:

- 1) Mr. John Alagna (PSNS)

c. Ad hoc members:

- 1) Mr. Chris Lemke (IMF)
- 2) Ms. Chris Tomaszewski (SOS)
- 3) Ms. Carol Slade (EFA NW)
- 4) Mr. Gary Grayson (PWC Everett)
- 5) Ltjg. Richard Pariser
- 6) Mr. George Graves (IAM)

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5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. **CHARTER APPROVAL:** Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

DRAFT

16 May 2001

Aug 00

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
AUTOMATED INFORMATION SYSTEMS TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). An Automated Information Systems (AIS) Team will be established, see enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Provide ongoing AIS support, as requested by chartered integration teams, for loading/consolidating files and to conduct analyses/investigations to provide recommendations and/or solutions to AIS related actions necessary to stand up a single integrated maintenance activity.

b. Ensure the IT solution permits the assignment of work and the movement of personnel among the various work sites of the region while working with regional business processes and IT systems.

3. **TIES TO OTHER TEAMS:**

a. Business/Customer Interface in development of a combined Workload and Resource Report.

b. Training Team in the development of a tracking system for the civilian and military worker’s training and qualifications.

c. Operations Team in determining an appropriate scheduling system.

4. **MEMBERSHIP:**

a. Co-Chairs:

- 1) Mr. Doug Northcutt (PSNS)
- 2) Mr. Bob McLean (IMF)

b. IMT Support:

- 1) None currently identified

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c. Other primary members:

- 1) Mr. J.D. LaRosa (IMF)
- 2) Mr. Robert Hagen (PSNS)
- 3) Mr. Steve Melton (NRNW)
- 4) Mr. Rick Vehr (NRNW)

5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. **CHARTER APPROVAL:** Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

16 May 2001

Apr 01

NORTHWEST MAINTENANCE INTEGRATION CHARTER
FOR
OPERATIONS TEAM

1. **BACKGROUND:** NAVSEA, CINCPACFLT and CINCLANTFLT signed the “Regional Maintenance Concept of Operations for Integrating Intermediate and Depot Maintenance Activities” in August 1999. In the Northwest region, this plan calls for integrating Puget Sound Naval Shipyard (PSNS) and Naval Intermediate Maintenance Facility Pacific Northwest (NAVIMFAC PNW). An Operations Team will be established, see enclosure (1), to achieve the goals of the CONOPS and following guidance provided by higher command.

2. **ACTION:**

a. Develop an operations organization that manages the planning and execution of maintenance requirements within the consolidated activity using project management principles and retaining/utilizing processes which are most efficient for each particular program/project.

b. Determine an appropriate scheduling process and supporting Automated Information System (AIS) for the integrated organization.

3. **TIES TO OTHER TEAMS:**

a. Metrics Team in the development of meaningful metrics.

b. AIS team in determining an appropriate scheduling process.

4. **MEMBERSHIP:**

a. Co-Chairs:

1) Capt. Dan Looney (PSNS)

2) Cdr. Craig Hanson (IMF)

b. IMT Support:

1) Mr. Norm Nagli (NWRMC)

c. Other primary members:

1) Cdr. Ed Ingles (IMF)

2) Cdr. Glenn Day (IMF)

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- d. Ad hoc members:
 - 1) Mr. Don Berg (PSNS)
 - 2) Mr. John Bachaud (PSNS)

5. TEAM ADMINISTRATION:

a. Team will be co-chaired by members from PSNS and NAVIMFAC PNW, with duties shared and meeting locations alternated.

b. Integration Management Team (IMT) support personnel will provide administrative support as desired by the Co-chairs.

6. CHARTER APPROVAL: Revisions to this charter, when required to keep it current, will be drafted by the IMT and approved by the Commanding Officers.

DRAFT